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Office of the Dean
School of Medicine
SOM-DPM-001-06
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MEMORANDUM FOR FACULTY AND STAFF

SUBJECT: Academic Support Staff Titles

A. **Purpose.** This memorandum established policy and procedures concerning the appropriate use of the following academic titles: Post-Doctoral Fellow, Research Associate, and Senior Research Associate.

B. **Applicability.** This memorandum applies to the School of Medicine (SOM).

C. **Policy.** The following administrative academic titles will be used to describe positions located in the basic and clinical sciences:

1. **Post-Doctoral Fellow:** An individual who has completed a Ph.D., or who has received an M.D., or equivalent doctoral degree (e.g., Ed.D., D.O., D.M.V., D.D.S.) and accepts the position primarily to gain additional experience and expertise in research. He/she may be appointed immediately after graduation or may have previously held a postdoctoral position. Appointment as a postdoctoral fellow at USUHS will not exceed thirty-six (36) months. A postdoctoral fellow may not be a principal investigator on a research protocol.

2. **Research Associate:** An individual working as a member of a research team under the supervision of a faculty member. The individual is directly involved in the execution, and frequently the design, of a principal investigator's research activities. For appointment, the individual must have a master's degree in the particular area of science required by the position. This level of expertise and knowledge may also be evidenced by the possession of a bachelor's degree in the area of science required by the position, combined with a minimum of two years of specialized experience in the scientific specialization required by the position. He/she may not be a principal investigator on a research protocol.

3. Senior Research Associate: For appointment to a Senior Research Associate position, the individual must have a Ph.D., or equivalent doctoral degree, in the particular area of science required by the position. This level of expertise and knowledge may also be evidenced by: 1) the possession of a master's degree in the particular area of science required by the position, combined with a minimum of three years of specialized experience in the scientific specialization; or 2) the possession of a bachelor's degree in the area of science required by the position, combined with a minimum of five years of specialized experience in the scientific specialization. He/she may not be a principal investigator on a research protocol.



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